

Minutes of the Baraboo Community Development Authority
Loan Review Committee
Tuesday November 5, 2019

The meeting was called to order by Chairperson Fordham at 5:15 pm in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo WI

I. **Roll Call**

Present: Fordham, Bobholz, Kierzek
Absent: None
Staff: Patrick Cannon, Executive Director

II. **Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes and the closed session item is properly noted.

III. **Approval of Agenda**

A motion to approve the agenda as presented with minor change

Bobholz (1); Kierzek (2)
Aye: All via voice vote

IV. **Approval of Minutes
September 20, 2019**

A motion to approve the minutes as presented

Bobholz (1); Kierzek (2)
Aye: All via voice vote

V. **Public Comment**

None

VI. **Old Business**

None

VII. **New Business:**

- a. Consideration and discussion of approval of a CDBG RLF Home loan in the amount of \$15,875

MSA professional Services provided the CDA with a loan request in the amount of \$15,875. They had reviewed the application and have confirmed that it is in compliance with the current HUD requirements. Therefore, they have recommended approval by the CDA.

After careful review, the committee moved to approve the loan in the amount of \$15,875. They noted that the final loan amount is \$16,465 as the applicant has included certain closing costs in the loan amount.

Motion: To approve the CDBG-RLF Home loan in the total amount of \$16,465.

Kierzek (1); Bobholz (2)

Aye: All via voice vote

Nay: None

b. Consideration and discussion of amending the loan approval process for CDBG-RLF Home Improvement Loans

It was noted that the current approval process requires that the CDA Loan Review Committee take affirmative action to approve a loan request. However, under the current HUD rules, if the applicant qualifies for a loan, then the CDA must authorize the agreement. In response to the changes, it was proposed that the loan process be amended to allow for the automatic approval to take place.

It was proposed by staff that the CDA approval would be authorized by the Executive Director based upon the recommendation from MSA Professional Services. The Executive Director would then inform the members of the Loan Review Committee of the action.

It was further noted that on occasion a request is received to subordinate an existing loan. While this is permissible, the Loan Review Committee felt that it should retain approval of these requests. Therefore, this portion of the approval process will remain unchanged.

This change in the approval process will be presented to the full Board for their consideration.

Motion: To approve the changes to the CDBG-RLF Home Improvements Loan approval process and to recommend this to the CDA Board for consideration.

Kierzek (1); Bobholz (2)

Aye: All via voice vote

Nay: None

VIII. **Adjournment**

A motion was made to adjourn the meeting at 5:33 pm.

Bobholz (1); Kierzek (2)

Aye: All via voice vote

Approved by Loan Review Committee on:

Joan Fordham, Chair

Patrick Cannon, Recorder